

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5315 **TITLE:** SUPERVISING FIELD INSPECTOR **GRADE:** S-24

DEFINITION:

Under limited direction, plans, coordinates, and supervises a group of inspectors who investigate and resolve citizen and agency complaints and inquiries concerning alleged violations of codes and ordinances in the area of specialization and/or who inspect construction sites to assure that appropriate building codes, standards and County regulations are complied with; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Supervising Field Inspector is distinguished from the Senior Inspector classes in that the Supervising Field Inspector serves as first-line supervisor over a group of Inspectors and is responsible for the management and oversight of the team's caseload, whereas the Senior Inspector class performs a variety of difficult and specialized inspections.

ILLUSTRATIVE DUTIES:

Assigns and monitors work of inspectors, assuring that workload is evenly distributed and performed in a timely manner;
Reviews inspector reports to ensure that inspections, investigations, and complaints are processed thoroughly and correctly;
Reviews written notices of violation to ensure notices are technically correct, address all issues and provide proper remedies for resolution;
Conducts field inspections and advises inspectors on difficult cases;
Oversees case preparation for litigation, including the collection of evidence and presentation of testimony as a representative of the County;
Meets with and responds to Board of Supervisors and staff on zoning enforcement issues;
Conducts presentations to civic groups on code requirements and works with neighborhoods and civic groups to resolve zoning issues;
Interacts with County, state, and federal agencies to ensure complaint resolution and enforcement;
Conducts and is responsible for performance evaluations;
Assists with interviewing and hiring of new personnel;
Assists with preparation of the Branch's budget;
Assists with preparation of training materials and provides training to staff;
Provides information to the public on code enforcement issues and policies;
Represents the Department on interagency task forces.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of National, State, and County codes and regulations in the area of specialization;
Knowledge of the required processes and procedures for land development and construction in the County, and special exception, special permit, variance and rezoning processes and practices;

Knowledge of the legal processes by which ordinance violations are resolved or prosecuted;
Knowledge of the principles and methods of administrative management and negotiation;
Ability to read and interpret plans, specifications, and structural engineering drawings;
Ability to effectively supervise staff by providing appropriate guidance, judgment, motivation and leadership;
Ability to communicate effectively, both orally and in writing, with all level of employees throughout the County, and to interact effectively with County officials and the public;
Ability to negotiate and use conflict resolution skills to solve problems;
Ability to prepare clear, concise, and accurate reports;
Ability to work nights and weekends when required, for complaint investigations or citizen meetings;
Ability to effectively manage PC database management programs.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Four years of college course work in planning, public administration, management, or related field; PLUS
Two years of experience equivalent to the County's Senior Inspector classes, to include difficult and specialized inspection duties, as applicable.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

REVISED: April 10, 2002
REVISED: March 15, 1990